

9 DEC 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : Memo dtd 28 Feb 75 to DD's and Heads of
Independent Offices fr DCI; same subject

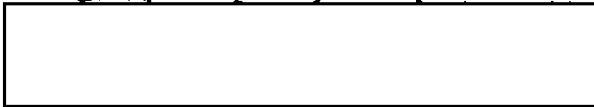
1. In the referenced memorandum the Director asked that we submit quarterly reports on our inflation fighting efforts. In the report submitted for the last quarter of FY 1975, I suggested and the Director agreed that future reports be submitted semi-annually. The first semi-annual reporting period ends 31 December 1975. Reports for this period should be forwarded to the DD/A Plans Staff by close of business 16 January 1976.

2. Savings should be described and quantified in the following categories:

Group I: Savings to date for the current fiscal year.

Group II: Savings you expect to make on an annual basis in future fiscal years.

Group III: One-time savings for the current or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).


John F. Blake
Deputy Director
for
Administration

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